

Letterhead & compliment slip order form



Please complete fully and send to The Design Studio, Room 0-03, Huntersdale.

Contact name		Telephone	
Department		Date	

The College web address, the College logo and the Royal Holloway, University of London address will appear on every letterhead and compliment slip.

Information not permitted
Room numbers, mailbox numbers, other web addresses and URL's

Please note

- Use a separate order form for each order.
- A PDF proof will be sent to you by email for approval.
- Approved orders will be sent to print every week, and will be delivered approximately 48 hours turnaround.
- These will be printed in the College print room and delivery will be arranged.
- Please complete the **journal form** below for the Finance Department (**the order cannot be processed without this information**).
- Your departmental account will be charged via this order/journal form.

<p>External Relations Design Studio Royal Holloway, University of London Egham, Surrey, TW20 0EX, UK www.rhul.ac.uk</p>	<p>Dr Fred Bloggs MA Hons MA BSc BA MSc DipAD Bioarchaeology Manager and Environmental Archaeologist (Palynologist) T +44 (0)1784 443038 Fred.Bloggs@rhul.ac.uk</p>	
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Reprint of stationery required (please attach existing stationery for our reference)

Please complete the information below:

Compulsory information

Title & name	<input type="text"/>		
	(33 max character count including spaces)		
Job title	<input type="text"/>		
	(50 max character count including spaces)		
Department	<input type="text"/>		
	(33 max character count including spaces)		
College tel	+44 (0)1784	<input type="text"/>	
College email	<input type="text"/>	@rhul.ac.uk	<input type="checkbox"/> Tick
	<input type="text"/>	@ <input type="text"/> rhul.ac.uk	<input type="checkbox"/> Tick

Optional information

Qualifications (if space allows)	<input type="text"/>
	(15 max character count including spaces)
Division (if required)	<input type="text"/>
	(38 max character count including spaces)
Fax or mobile (if space allows)	<input type="text"/>

Cost

Comp slips (3 up per A4 Sheet)	10p per sheet/minimum order 20 sheets (e.g. 20 sheets = 60 compliment slips = £2)	A4 Sheets required	<input type="text"/>	Cost	<input type="text"/>
Letterhead (A4 Sheet)	10p per sheet/minimum order 50 sheets (e.g. 50 sheets = £5)	A4 Sheets required	<input type="text"/>	Cost	<input type="text"/>
Continuation sheet (A4)	7p per sheet/minimum order (e.g. 50 sheets = £3.50)	A4 Sheets required	<input type="text"/>	Cost	<input type="text"/>

Journal form				
Centre	Fund	Expense	Debit	Reference (up to 17 characters)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any queries, please contact jayne.grant@rhul.ac.uk or M.Zeal@rhul.ac.uk